

~~CONFIDENTIAL~~Monthly Report  
4 January 1963

Director of Logistics

Chief, Administrative Staff, OL

Monthly Activity Report

1. PROJECTS AND STUDIES IN PROCESSa. Rotation of SL Designees

During December the transfers of three OL employees to support positions outside OL were effective. One SL designee was returned to the OL Staffing Complement from an Area Division Logistics office.

b. Staffing Complement Changes and Classification Studies Regarding SL Positions(1) Classification Survey of Procurement Division

The survey has been completed and an approved Form 261, effective 3 December 1962, was received from Salary and Wage Division/OP. ...

(2) Decrease in Laborer Positions in SD

A decrease of 10 Laborer positions (temporary during roof repairs at [REDACTED]) from Supply Division Staffing Complement was authorized effective 3 December 1962.

(3) Changes of Staffing Complement in Office of Training,(4) Establishment of New Position in DD/R, Office of Special Activities

A new GS-15 Contract Specialist position and a GS-12 Contract Administrator position were approved by Form 261 dated 7 December 1962. A GS-09 Supply Assistant position incumbency was increased from one to two by the same form.

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(5) Change of Organization Titles

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formally approved 3 December 1962.

(6) Upgrading of Division Chief Positions

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The upgrading of <sup>two</sup> ~~five~~ division chief positions and one  
 Chief position was approved 14 November 1962.

(7) Classification Survey of PSD

A representative of the Salary and Wage Division is continuing the survey of the PSD.

(8) Classification Review of Telephone Operator Positions

The Salary and Wage Division is continuing a survey of telephone operator positions which we had requested due to the increased responsibilities being carried out by the operators. An approved Staffing Complement Change Authorization is expected the first part of January upgrading these positions.

c. Recruitment

(1) Professional Personnel

(a) One GS-09 Contract Administrator entered on duty with Procurement Division on 4 December 1962.

(b) One applicant was placed in process as a GS-07 Logistics Officer Trainee. A GS-09 Transportation Officer was also placed in process for TD. Two Logistics Officer Trainees cancelled their interest in Agency employment: One wanted a higher grade, and the other accepted another job.

(c) Full clearance was received on one trainee in process, but he is unable to enter on duty before April 1963. A full clearance was also received on a GS-09 Contract Inspector who is expected to enter on duty the first week of February 1963.

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(3) Other Categories

(a) Two Bindery Operatives entered on duty during December. An Offset Press Operator resigned to enter private industry. One Bindery Assistant in process was cancelled due to security disapproval. One Bindery Operative was also placed in process during December.

(b) One Telephone Operator was placed in process during December. Two other Telephone Operators in process cancelled during December: one left the Washington area, and the other accepted another position.

(c) One GS-03 Procurement Clerk Typist was placed in process on a WAB basis for the [REDACTED]

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(d) A GS-05 Property and Supply Clerk was placed in process for the Supply Division. A GS-04 Property and Supply Clerk reported for duty with SD from the "Pool". A W-9 Office Appliance Repairman also entered on duty.

(e) One laborer was placed in process for a temporary appointment NEE six months. Another laborer was disapproved by Security during December; one laborer also entered on duty.

(f) Two couriers reported for duty in the Mail and Courier Branch during December. We lost the services of two couriers: one resigned to enter college, and the other was reassigned to [REDACTED]

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(g) One clerk stenographer was assigned to OL from the Interim Assignment Staff during December. One clerk typist was placed on LWOP to accompany her husband overseas. Another GS-06 Publications Editor resigned when no position was available to her overseas; she had been on LWOP. One mail clerk with PSD was reassigned to DD/L/OCR.

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1. Ceiling Allocation

Distribution of ceiling within the Office is being reviewed with staff and division chiefs.

2. ITEMS OF GENERAL INTEREST

a. Agency Funding for Maintenance of [REDACTED]

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The General Services Administration requested funding from the Agency for maintenance of [REDACTED] for the remainder of FY 1963, 1 [REDACTED]. Since no provision was made in the budget of the OL for this payment, the Agency Budget Officer was contacted and the letter was turned over to him for action. GSA further indicated that the Agency was also expected to advance maintenance funds for FY 1964. The Agency Budget Officer indicated that this would be a matter of further negotiation at the Bureau of the Budget.

b. Allotment Accounts

Due to a large backlog of postings made against the allotment accounts maintained by Fiscal Division, Office of the Comptroller, the final summarization of allotment obligations for the month of November 1962 was made as late as 3 January 1963, and the formal summary statements will not be available for an additional 10 days.

c. Records Officer Meeting

The Logistics Area Records Officer attended a meeting on 14 December of all Agency Records Officers. The CIA Records Administration Officer stressed the importance of the Agency records program with special attention directed at the deposit of vital records [REDACTED]. The recent near crisis brought out the fact that numerous components of the Agency did not have an up-to-date Vital Records Schedule; and in the event of emergency, would have been operating under an extreme handicap due to inadequate records with which to set up and activate at the Relocation Center.

A review of Logistics vital records was recently completed and the existing schedule has been revised for publication. It was found that the Logistics schedule could be reduced and still be adequate under emergency conditions. The format was changed to comply with Agency standard procedures.

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d. Mail Control Questionnaires

The Chief, Records and Services Branch coordinated within Logistics the processing of the Mail Control Questionnaires developed and distributed by the Manpower Task Force. The questionnaire was designed to elicit actual facts regarding mail processing at the lowest Agency echelon having mail control activities. The questions were worded in such a way that they could readily be interpreted several different ways--according to the thinking of the individual completing the form. Completed forms were forwarded to the Task Force on 28 December 1962.

e. Increase in W, S, L Salary Scale

A revised pay scale for Regular Wage Board Schedule employees was received, to be effective 9 December 1962. A total of 171 employees received pay adjustments as a result of the new schedule.

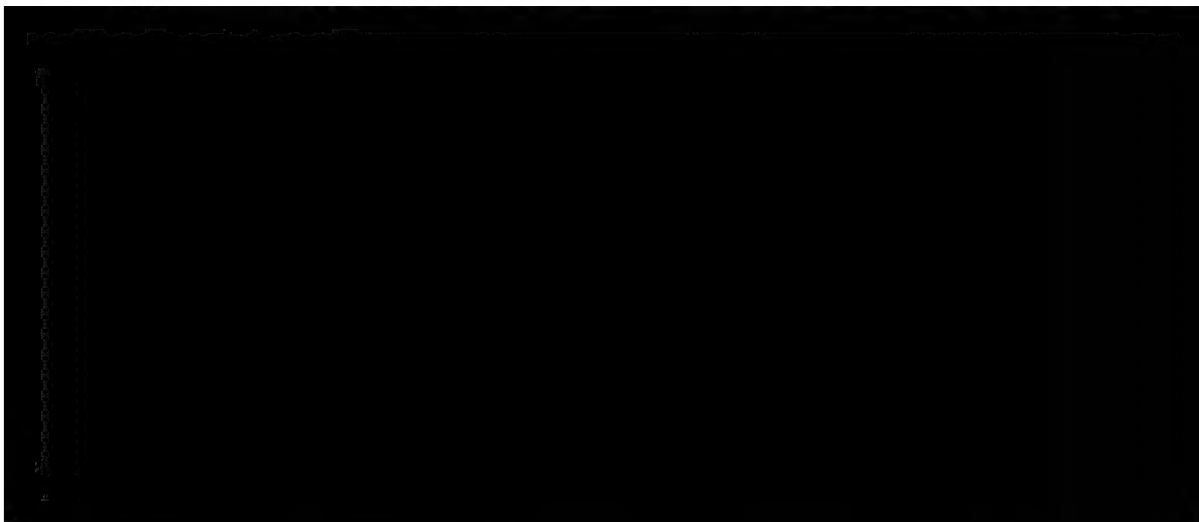
f. Conversion from Temporary Appointments to Regular Appointment

Two bindery operatives assigned to PSD were converted to regular staff employee status effective 23 December 1962. Seven laborers were converted from temporary to full-time employees, also effective 23 December 1962. One temporary laborer was converted to regular employment and was reassigned as a GS-04 Storekeeper General.

g. Extension of Temporary Appointments

Three temporary laborers whose appointments were to expire 31 December 1962 have been extended 30 days, not to exceed 31 January 1963.

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**k. Retirement of Logistics Employees**

Two Logistics employees, Mr. [REDACTED]  
[REDACTED] retired during December.

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**1. Detail of Employee from ED to Office of the DCI**

The detail of a W-3 Laborer to the Director's dining room was terminated on 11 December 1962. He was assigned there beginning 19 November 1962, and he has returned now full time to the Building Supply Office.

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**o. Pneumatic Tube Orientation**

An additional orientation program has been scheduled for DE/R operators for the pneumatic tube system. In order to accommodate new personnel and replacements for current operators, we expect to be called upon periodically to present the one-hour orientation session.

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TRAINING ACTIVITIES

OFFICE OF LOGISTICS

1. Logistics Trainees

- a. Two of the trainees [REDACTED] completed their training program during December 1962, and they are both assigned to the Procurement Division. The other trainees will be engaged in the following activities during January:

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Planning Staff and Transportation Division  
Detailed to T&D and Planning Staff  
- Procurement Division  
Procurement Division and Operations Support Course



2. Internal Training

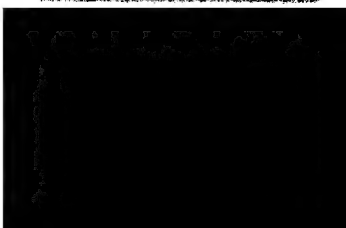


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Budget & Finance Procedures	12/3 - 12/14/62
Management Course	12/3 - 12/14/62
Effective Speaking	12/3 - 1/23/63
Management Course	12/3 - 12/14/62
Management Course	12/3 - 12/14/62
Management Course	12/3 - 12/14/62

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3. External Training



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